

California Housing Finance Agency

Job Opportunity

Housing Finance Officer (Rental) Special Needs Lending Program

Salary Range	\$5913 - 7148
Final File Date	March 12, 2007
Division	Multifamily Programs Division
Specific Location	Sacramento or Culver City
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Suzanne Pratt 916-319-9718 or spratt@calhfa.ca.gov California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	Submit a standard State application form (resume may be attached) to: Suzanne Pratt California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify that you are interested in position #140 on your application.
Duties	<p>Under the direction of the Housing Finance Chief, the Housing Finance Officer develops business relationships, negotiates and underwrites multifamily loan transactions, and coordinates loan origination activities for the Special Needs Lending Program. The Housing Finance Officer performs the following duties:</p> <p><u>Essential Functions:</u></p> <p>30% Evaluates mortgage loan proposals submitted to the Agency for Special Needs and Supportive Housing projects. Responsible for underwriting these complex loans and service plans which include the following components:</p> <ul style="list-style-type: none"> • Determines that proposals adhere to CalHFA program and mortgage lending standards. • Analyzes proposals for their economic feasibility to insure that construction and operating costs may be met by proposed rent levels; and prepares and analyzes project cash flow projections. • Carefully scrutinizes the marketability and comparability analyses, appraisals and valuations of other similar multi-unit rental projects to determine that data is factual and up to date, and that the assumptions used to reach favorable conclusions are accurate. • Evaluates the resident service proposals, local and state government supportive housing requirements and local regulatory agreements.

<p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<ul style="list-style-type: none"> • Coordinates and facilitates the flow of information in regarding Special Needs projects with sponsor, local and state government. <p>25% Solicits mortgage loan proposals from developers, local government, community groups, supportive housing service providers and other interested parties. Responds to inquiries from those same groups explaining Agency programs and program requirements. Works closely with and guides potential developers, service providers and local governments in resolving problems related to proposed residential developments.</p> <p>20% Attends pre-concept meetings with developers, local authorities and other interested parties to determine if the project (at this early stage) is feasible and can overcome potential obstacles before commitment fees are tendered by the sponsor.</p> <p>15% Recommends policy changes to the Special Needs Program guidelines; originates revisions and changes to new and existing programs.</p> <p>10% Makes presentations and recommends approval to the CalHFA Board of Directors on development proposals.</p>
02/28/2007	